

# **Inglewood Police Department**



## **Recruitment Information Packet**

**For:**

**POLICE OFFICER**

**(Trainee, Pre-Service, Lateral Transfer)**



## City of Inglewood Announces an Employment Opportunity

### POLICE OFFICER TRAINEE

**SALARY: \$18.36 per hour**

**LAST DAY TO APPLY:** Applications will be accepted by the Police Personnel Section, located on the 2nd Floor of the City Hall building, on a continuous basis or until a sufficient number of qualified applicants have applied. **APPLY EARLY.**

**THE POSITION OF POLICE OFFICER TRAINEE** is a temporary, civilian position, filled by individuals attending a POST approved basic police academy. Upon completion of the academy, the individual will be sworn in as a full-time probationary Police Officer. Full-time Police Officers perform a variety of duties in patrol, traffic, investigation, and other specialized assignments.

**TO COMPETE IN THIS SELECTION PROCESS YOU MUST HAVE** a high school diploma or equivalent; be at least 21 years of age at the time of appointment to the position of Police Officer; vision corrected to 20/25; weight proportionate to height; be able to obtain and maintain U.S. Citizenship within three years of application with the City; and possess a valid California Driver's License at time of appointment.

***Upon completion of the academy and after being sworn in as a Police Officer, The City of Inglewood provides an excellent working environment and benefit package which includes 100% paid medical, dental, and vision health plans, life insurance, and retirement plans, as well as generous sick, vacation, and holiday leave time. In addition, a "3-12 1/2" work schedule.***

#### **THE SELECTION PROCESS:**

1. **Application Review** (Qualifying Only) The first part of the selection process is a complete review of each candidate application. Those persons who meet the necessary qualifications will be invited to the written examination. Applications may be rejected at this phase of the process.
2. **Written Examination** (Qualifying Only) The Written Examination consists of 100 multiple-choice questions based on general knowledge, reading comprehension, and detail recognition.
3. **Physical Agility Test** (Qualifying Only) Candidates passing the written examination with a score of 75% or above will be invited to take a physical agility test which will assess the candidate's ability to perform the physical demands of the position. (see attached)
4. **Structured Oral Interview** (Weighted 100%) Candidates passing the physical agility test will be invited to a structured oral interview that will consist of a series of situational questions presented by a panel of qualified Police personnel. Candidates will be assessed on oral communication, interpersonal and decision-making skills. A minimum score of 70% must be achieved to be placed on the employment eligibility list. The top candidates from the eligibility list will be invited to enter into the background process.
5. **Background Investigation** A thorough investigation of personal history, including, but not limited to, work, education, military, and conviction/criminal history records will be performed. A polygraph examination will be conducted on all candidates entering the background process.
6. **Medical Examination** Prior to appointment, all candidates must successfully complete a required City-paid medical examination, drug screening and psychological evaluation.

## **OPEN: CONTINUOUS**

**VETERANS' PREFERENCE:** Veterans of the United States Armed Forces who receive a passing score on an open competitive examination are entitled to receive 5 points added to their final score. To claim preference points, qualifying applicants must submit their DD-214 with application materials.

**NOTE:** In Accordance with the Immigration Reform and Control Act of 1986, all persons hired after November 6, 1986 must verify identity and entitlement to work in the United States by providing required documentation.

The City of Inglewood is an Equal Employment Opportunity Employer complying with the law that forbids discrimination and ensures that everyone is provided equal employment opportunities regardless of Race, Color, Disability, Sex, Religion, Age, or National Origin.

### **POLICE OFFICER BENEFITS:**

#### **Bereavement Leave**

3 Days/incident.

#### **Education Incentive Pay**

POST Certificates

Intermediate- 7.5%

Advanced- 12.5%

#### **Medical Benefits**

Employer paid 100% for employee and dependents' coverage for medical, psychiatric, vision, and dental/orthodontia.

#### **Holiday Pay**

Once per year lump sum check for up to 130 hours of holiday pay in lieu of holiday time off.

#### **Holidays**

14 days/year.

#### **Life Insurance:**

Term Life Insurance, employer paid 100%.  
Coverage = 1 x annual salary

#### **Long Term Disability**

Union Plan, employer paid 100%.

#### **Longevity**

3% for every with 5 yrs, +3% with 10 yrs, +3% with 15 yrs, +3% with 20 yrs, +3% with 25 yrs.

#### **Personal Leave**

1 day/year.

#### **Retirement**

CalPERS 3% @ 50 formula - employer pays 50% during the first two years of service; employer pays 100% after two years of service.

#### **Retiree Medical**

The City will pay 50% of the medical premiums for the employee after 15 yrs of service. After 20 years of service, the City will pay 100% for the employee with a trade-in of 750 hrs of leave time or for the employee plus 1 dependent with a trade-in of 1200 hrs of leave time.

#### **Sick Leave**

8 hours/mo, unlimited accrual, 50% redemption at base salary upon retirement, death or termination after 10 yrs.

#### **Special Assignment Pay**

Training Officer = 8%. Senior Lead Officer = 8%.  
Assistant Lead Officer = 3%. Motorcycle = 8%. K-9 = 8% + 10 hrs/mo at 1.5x.

#### **Uniform Allowance**

\$1050/yr. City provides accessories and safety equipment.

#### **Vacation**

10-22 days/yr unlimited accrual. Hours over 240 are redeemable up to 40 hrs/yr.

#### **Work Schedule**

"3-12 1/2" work schedule for Patrol.



## City of Inglewood Announces an Employment Opportunity

### **POLICE OFFICER**

**(Lateral and Pre-Service)**

**SALARY: \$4,376 to \$5,339 per month.** Appointment may be made at any step within this range based on qualifications and experience.

**LAST DATE TO APPLY:** Applications will be accepted by the Police Personnel Section, located on the 2nd Floor of the City Hall building, on a continuous basis or until a sufficient number of qualified applicants have applied.

**THE INGLEWOOD POLICE DEPARTMENT** is aggressively reshaping and expanding its services to meet the City's culturally diverse needs. This includes numerous specialized units, such as, K-9, bicycle patrol, plain clothes special enforcement team, street narcotics team, transit safety team, gang intelligence unit and four community service centers. There is a critical demand for high caliber people who are presently Police Officers or who are academy trained. The ability to speak Spanish or Korean is highly desirable. The City of Inglewood provides the ideal opportunity for career-oriented individuals who are seeking top-notch training, experience, and excellent chances for advancement. After two years in the department, lateral transfers and pre-service employees are eligible for specialized assignments and promotions.

**TO QUALIFY FOR LATERAL ENTRY** you must be currently employed by a California law enforcement agency for at least one year and have a POST Basic Certificate.

**TO QUALIFY FOR PRE-SERVICE ENTRY** you must be enrolled in a POST Basic Academy or have obtained a POST Basic Academy Certificate within the last three years.

**BENEFITS:** *The City of Inglewood provides an excellent working environment and benefit package which includes 100% paid medical, dental, and vision plans, life insurance, sick leave, vacation, 14 paid holidays, and 3% retention incentive after 5, 10, 15, 20, and 25 years. \$1,050 annual uniform allowance, 7.5% per pay period for Intermediate POST Certification and 12.5% per pay period for Advanced POST Certification, CalPERS 3% @ 50 retirement plan - one-half of the employees CalPERS contribution is paid by the City during the first two years; the entire CalPERS contribution is paid by the City after two years. In addition, a "3-12 1/2" work schedule.*

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3. **Physical Agility Test** (Qualifying Only) Candidates passing the application review will be invited to participate in a physical agility test which will assess each candidate's ability to perform the physical demands of the position.

4. **Structured Oral Interview** (Weighed 100%) Candidates who successfully pass the physical agility test will be invited to a structured oral interview that will consist of a series of situational questions presented by a panel of qualified Police personnel. Candidates will be assessed on their oral communication, interpersonal and decision-making skills. A minimum score of 70% must be achieved to be placed on the employment eligibility list. The top candidates from the eligibility list will be invited to enter into the background process.
5. **Background Investigation** A thorough investigation of personal history, including, but not limited to, work, education, military, Internal Affairs/Complaint History, and conviction/criminal history records will be performed. A polygraph examination will be conducted on all candidates entering the background process.
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##### **Work Schedule**

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## **LATERAL HIRE INCENTIVE PROGRAM**

All officers / supervisors hired after July 1, 2007 that have served as a police officer in another law enforcement agency or agencies and successfully completed probation in that agency or agencies, and upon successfully completing probation in the City of Inglewood, shall receive:

1. Service credit for their years of active employment as a police officer on a full-year for full-year basis for up to ten (10) years. These years of service in another agency or agencies will be considered for calculating Retention and Incentive Bonus, vacation accrual and sick leave accrual.
2. In addition, upon successful completion of probation, the employee shall receive a lump sum credit of sick leave and vacation hours equal to what he would have accrued in a twelve-month period based on the years of service credit calculated according to the current leave accrual schedules. For example, upon completion of probation, an employee with 5 full years of total service credit (4 years with his / her prior agency and 1 year with Inglewood) would receive 96 hours of sick leave and 128 hours of vacation, in addition to 1 retention step.
3. Additionally, upon successful completion of probation, lateral hires shall receive a one-time credit of forty (40) hours of compensatory time.